

Attachment H

Financial Management Reporting Requirements

General

Financial Management Reports shall be submitted by the Contractor on the NASA 533 series reports, in accordance with the instructions on the reverse of the forms, NASA Procedural Requirements NPR 9501.2D entitled "NASA Contractor Financial Management Reporting, dated May 23, 2001, and additional instructions issued by the Contracting Officer.

a. Level of Detail

The Contractor's 533 Reports shall contain a summary of total contract costs, as well as a separate 533 sheet for each Work Activity Plan (WAP) element of the Statement of Work Addendum. The reports shall contain a breakdown of each service area by the elements of cost listed below.

b. Distribution

The Contractor shall distribute 533 reports to each addressee indicated in the Basic Contract Clause G.1 "Financial Management Reporting." The 533M reports shall be distributed not later than the tenth (10th) working day following the close of the contractors' monthly accounting period. The 533Q reports shall be distributed not later than the 15th day of the month preceding the quarter being reported.

c. Reporting Requirements

Each report sheet shall provide costs data for reporting categories presented below:

1. Prime Direct Labor Hours:

Onsite

(List applicable labor categories)

Offsite

(List applicable labor categories)

Total Direct Labor Hours Onsite

Total Direct Labor Hours Offsite

Total Prime Direct Labor Hours

2. Subcontractor Direct Labor Hours:

Onsite

(List applicable labor categories)

Offsite

(List applicable labor categories)

Total Direct Labor Hours Onsite

Total Direct Labor Hours Offsite

Total Subcontractor Direct Labor Hours

3. Prime Direct Labor Dollars:

Onsite

(List according to applicable labor categories)

Offsite

(List according to applicable labor categories)

Total Direct Labor Dollars Onsite

Total Direct Labor Dollars Offsite

Total Prime Direct Labor Dollars

4. Overhead Expenses:

Onsite Overhead

Offsite Overhead

Total Prime Overhead

5. Other Direct Costs (ODCs):

a. Subcontracts (list separately)

b. Material

c. Travel

d. Other (specify)

Total ODCs

6. Subtotal (Labor, Overhead & ODCs)

7. G&A Expense

8. Total Estimated Cost
9. Fixed Fee
10. Total Cost-Plus-Fixed-Fee (CPFF)